

Asbury Update

Employee News and Information

February 2020

Name Our New Nursing Area

By: Roger Davis, Executive Director



Construction of the new nursing wing of Building 7, Level 2 is coming along well. I recently toured the new area and I'm confident that we will begin taking new admissions at the end of April, pending final inspections.

The new wing will feature private rooms with private baths. There will also be some semi-private rooms for couples and those who prefer pricing options.

This new skilled nursing area is also in need of a name. Do you have a suggestion? If so, please reach out to Audrey Burgoon at burgoonal@upmc.edu or 412-571-5121. Your suggestion could appear on marketing materials later this year.

We will be giving tours of this new unit before it opens. Look for your invitation in April.

Also, work continues on the Family Hospice offices in Building 6, Level 2 along with the construction of four large garden apartments for Independent Living.

New Computers

During the last week of January and through early February, the entire Asbury campus officially moved to the UPMC network. This resulted in a number of things:

- Easier/seamless access to UPMC resources such as InforNet and all the tools contained within it
- New computers throughout campus

If you regularly use a computer at work and need assistance, please contact the Asbury IT Help Desk at ext. 5222.



Take a Healthy Step

This year's Weight Race is in full swing. It's too late to sign up now, but there are many opportunities to Take a Healthy Step (TAHS) this year. Explore your options by going to InforNet, selecting HR Direct and then selecting MyHealth Online. From there, you can explore upcoming TAHS opportunities.

When you select "Take the MyHealth Questionnaire" on the top left of the page, a new menu will open on the left. Select "Better Health and Wellness" and then "Incentives with Take a Healthy Step" to view your progress and requirements.

For more information on how TAHS can lower your deductible for 2021, turn to page 2.

Reminders

Replacement Badge Clips

If you break your badge clip, please notify your supervisor who can provide you with a replacement.

Wellness Update

You (and a covered spouse/domestic partner) must complete the required TAHS activities by the **November 11, 2020**, deadline to lower your 2021 medical plan deductible by a maximum of \$1,000 for individual and \$2,000 for any level of family coverage. Complete the **MyHealth Questionnaire** before April to get an **extra \$100** toward your 2021 deductible credit. Visit Infonet, HR Direct, MyHealth Online to get started.

Check Your UPMC Email

Check your email regularly to receive message specific to Asbury Heights of UPMC employees. Don't forget to also check the Daily Extra for systemwide UPMC news and information as well as Community Provider Services news.

Human Resources

Due to a recent realignment within UPMC Senior Services, Rebecca Gloff, Sr. Human Resources Consultant, will be sharing her time between Asbury and Canterbury Place.

She will be available on site at Asbury between two and three days a week. An official schedule is being developed and will be shared once finalized.

Rebecca is always available by email (gloffr@upmc.edu) and phone (412-571-5185) for any questions you may have.

Values in Action

Employee Recognition Program

Values in Action is our new employee recognition program and replaces the Asbury Hearts program. This new program includes all employees that work in the facility, both UPMC and contracted personnel. The program allows residents, family members, co-workers, and leaders to express gratitude for actions that demonstrate our values, showing our employees go above and beyond in their daily work.

How to Participate:

Fill out a card by checking the Value you'd like to recognize the colleague for and completing the indicated fields.

Once completed, drop the form in the black box next to the Values in Action boards.

Values in Action boards are located:

- Asbury Health Center: Main Lobby area on the ramp leading to the Mall
- Asbury Villas: first floor across from the private dining room
- Asbury Place: thru the main entrance on the wall directly to the right
- Embassy: cards are available at the Concierge Office and should be sent directly to HR

The image shows a 'Values in Action' form. At the top left is a logo of two hands shaking inside a heart. To the right of the logo is the title 'Values In Action'. Below the logo is a small instruction: 'Please write a card to be submitted to the value board. No fee necessary on submitted the'. The form contains several checkboxes for values: 'Quality of Care', 'Safety of Staff', 'Going Above and Beyond', 'Respectful of Patients', and 'Excellent Customer Service'. Each checkbox has a brief description. Below the checkboxes are fields for 'Name', 'Department', 'Comments', and 'Submitted by'. At the bottom right is the 'Asbury HEARTS' logo.

Recognition:

At the beginning of each month, all submissions will be collected and reviewed by designated campus leaders. One winner will be chosen and featured on the board for the following month. Our winner will receive the opportunity to pick from available prizes.

These submissions will also be fed into the **UPMC Above and Beyond** program online. Submissions to Above and Beyond will be reviewed quarterly and four (4) winners will be chosen. To allow us to submit on your behalf for Above and Beyond, ***please write your email address on the back of your Values in Action form.***

Themed Days Throughout The Year

A Planning Committee comprised of Asbury staff has been assembled to develop campus-wide celebrations planned around specific themes. After the first few months, residents will be invited to join the Planning Committee meetings too. These dedicated days and functions will be available for everyone (residents, staff, volunteers, and guests) to enjoy. In other words, fun things are happening this year!

This year's first theme is **Valentine's Day**. Wear your heart on your sleeve with red, pink, or white scrubs and other appropriate attire between February 12 and February 15.

Be sure to see your manager for a special treat on Valentine's Day (February 14)! And visit the Café for a lunch special you're sure to *love*!

Missed a Newsletter?

If you missed a newsletter or misplaced your copy, you can always view a PDF version on the Asbury Heights website.

Visit the Employee Access page (www.asburyheights.org/employee-access) to see a year's worth of newsletters. Just click the "Asbury Heights Update" dropdown menu to select an issue.



Amazon Smile donates to Asbury Foundation when you do your shopping online.

Contact Courtney Kartman at 412-571-5106 to find out how you can get started at no cost to you.

Dignity and Respect Tips

At UPMC, inclusion begins with a core belief that everyone deserves dignity and respect. Together, we are focused on making UPMC a better place for all to work — with all of our differences. We have integrated dignity and respect into many aspects of our culture, including our values and performance evaluations.

Say Hello

You just might make someone's day.

Smile

You might be surprised at how contagious a smile can be.

What's Your W2 Preference?

Follow these instructions to confirm whether you have elected to receive your 2019 W2 electronically through HR Direct or in the mail:

Log in to HR Direct.

- Choose the Pay tile, then select Document Delivery Preferences in the bottom right corner.
- Click the pencil on the right-hand side in the "W2" section to edit your preference.

Select "Granted" to receive it online or "Not Granted" to receive it by mail from the drop-

down menu under Online Delivery Consent.

It's too late to change your preference this year, but any change you make now will be for the 2020 W2.



February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Erica Gevaudan
2 LaNiece Butler	3 Kris Hauge Karen Lockhart (28)	4 John Murawski Tyeasha Moore (1) 	5 George Millich (19)	6 Max Parra Rhonda Patterson (2)	7 Wear Red for Heart Health Month Jennifer Gessner (3) 	8 Michael Huggins Stan Muldrow
9 Christina Spinelli (5)	10 Ruby Ledesma	11 Beverly Androeli (6) Laura Ebel (6) Anthony Morgan (7)	12 Diane Hustava Loreta Ritts (19) Wear your red, pink, or white scrubs and other appropriate attire!	13 Victoria Smith	14 Valentine's Day	15 Glorimar Beck
16	17	18	19	20 Todd Clutter Sophia Green (2) Michelle Stevens (2)	21 Brandi Coffey (3) Kelsey Winterhalter (3) Steven Yarros (3)	22 Remika McCormick Sherry Garner (8)
23	24 Shakhayla Knight	25 Alaysia Bryant 	26	27 Safety Committee Meeting @ 2:00 PM	28 Susan Miller Jessica Stanley	29

Birthdays
Anniversaries



Limited Parking



Jeans Day

Jeans are only permitted on days where this symbol appears.

Valentine's Theme
February 12 - February 15